ARMY COMMUNITY SERVICE *(ACS)*
VOLUNTEER SERVICE RECORD
For use of this form, see AR 608-1; the proponent agency is OACSIM

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC Section 301, Departmental Regulations; 10 USC Section 3013, Secretary of the Army; Army Regulation 608-1, Army Community Service Center.

PRINCIPAL PURPOSE: To maintain records of hours volunteered and awards received. To record essential background information on volunteers.

ROUTINE USES: None.

DISCLOSURE: Voluntary. However, failure to provide the requested information will prevent keeping a record of individual volunteer qualifications and services; may prevent volunteers from receiving awards.

INSTRUCTIONS: Upon resignation, retirement, or transfer, a duplicate of this record will be furnished for the personal file of the volunteer. In case of transfer, original record will be furnished the gaining organization.

1. NAME OF VOLUNTEER *(Last, First, MI)*

2a. SPONSOR'S NAME

2b. SPONSOR IS ☐ OFFICER ☐ ENLISTED ☐ ACTIVE DUTY ☐ RETIRED ☐ DECEASED

2c. SPONSOR'S UNIT OF ASSIGNMENT

3. ADDRESS *(Street, City, State and ZIP Code)* AND E-MAIL ADDRESS

4. PHONE NO. AND FAX NO.

5. SEX ☐ MALE ☐ FEMALE

6. AGE

7. DRIVE A CAR ☐ YES ☐ NO

8. CHILDREN AT HOME ☐ NONE ☐ PRESCHOOL ☐ IN SCHOOL

9. INITIAL COMMITMENT ☐ 3 MONTHS ☐ 6 MONTHS ☐ OTHER *(Specify)*

10a. EDUCATION ☐ 1 ☐ 4 ☐ 7 ☐ 10 ☐ 2 ☐ 5 ☐ 8 ☐ 11 ☐ 3 ☐ 6 ☐ 9 ☐ 12

10b. COLLEGE ☐ 1 ☐ 3 ☐ 2 ☐ 4

10c. DEGREES

10d. SPECIAL COURSES

10e. LANGUAGES

11. WORK EXPERIENCE

12. VOLUNTEER EXPERIENCE

13. INTERESTS, SKILLS, HOBBIES

14. AWARDS AND SPECIAL RECOGNITION			15. TRAINING		
DATE *(YYYYMMDD)*	TYPE	PRESENTED AT	DATE *(YYYYMMDD)*	TYPE	HOURS COMPLETED

16. VOLUNTEER ANNUAL HOUR RECORD

YEAR													
HOURS													

17a. SIGNATURE

17b. DATE *(YYYYMMDD)*

DA FORM 4162, MAY 1999   DA FORM 4162-R, JAN 88, IS OBSOLETE   USAPA V1.00